

New Administrator License from Out of State License Program Application Checklist

- ☐ If required, have you submitted your fingerprints through Fieldprint?
- ☐ If required, have you scanned any documentation to upload into the Conduct and Competency questionnaire?
- ☐ Have you collected and scanned the following documents into files that are 2MB or smaller?
 - ☐ Bachelor's degree Transcripts
 - ☐ Master's degree Transcripts
 - ☐ Transcripts from any other colleges/universities you attended
 - ☐ PI-1612-AD Institutional Endorsement and Assurances
 - ☐ Test score report(s)
 - ☐ PI-1613 Employment Verification form(s)
- ☐ Have you created a WAMS ID through the WAMS Self-Registration?
- ☐ If you have existing license(s), have you onboarded and found your license(s)?
- ☐ Do you have a credit card or pre-paid credit card available for payment?

WHEN YOU CAN CHECK OFF EVERY BOX, YOU ARE READY TO SUBMIT YOUR APPLICATION. YOU WILL RECEIVE AN EMAIL NOTIFICATION ONCE THE PROCESSING IS COMPLETED, AT WHICH TIME YOU MAY LOG BACK INTO ELO TO PRINT A COPY OF YOUR LICENSE. DPI DOES NOT MAIL OUT LICENSE CERTIFICATES.

APPLICATIONS SHOWN BELOW ARE FOUND ON THE ELO QUICK START MENU

Option 1: Apply for a new license at the *Initial Educator* level (if this is your first administrator license or if your existing administrator license is still at the *Initial Educator* level)

■ Apply for a NEW LICENSE

Are you a recent graduate, have completed a new approved program, or passed a Wisconsin content test to add a teaching subject to your license? Thinking about moving to Wisconsin and becoming an educator? Apply for a new license below.

2-Administrator Category ▼
A-Administrator (e.g. Superintendent, Principal) [A001] ▼
Administrator: Request Initial Educator 5 year - Out of State Program [1025] ▼
Go!

Option 2: Apply for a new license at the *Professional Educator* level (if you hold an existing administrator license at the *Professional Educator* level)

■ Apply for a NEW LICENSE

Are you a recent graduate, have completed a new approved program, or passed a Wisconsin content test to add a teaching subject to your license? Thinking about moving to Wisconsin and becoming an educator? Apply for a new license below.

2-Administrator Category ▼	
A-Administrator (e.g. Superintendent, Principal) [A001] ▼	
Administrator: Request Professional Educator 5 year - Out of State Program [1035] ▼	Go!